



Memorandum

TO: Historic Landmarks Commission **FROM:** Courtney Damkroger

SUBJECT: Election of Historic Landmark **DATE:** May 22, 2003
Commission Chair and Vice Chair

APPROVED:

DATE:

The Historic Landmarks Commission does not have a set of Rules and Regulations setting forth procedures for election of Chair and Vice Chair. The General Provisions of the San Jose Municipal Code, Section 2.08.070, for Boards, Bureaus and Commissions (in the Commissioner Handbook) provides for the appointment of a Chair and Vice Chair for a term the commission may determine.

In the last several years, each summer the Commission has formed a nominating committee of the Chair, Vice Chair and a regular member to nominate a candidate for each position. If the Commission should so desire a nominating committee may be formed at the June meeting and report at the July meeting with appointments made in July or a subsequent meeting.

Courtney Damkroger
Historic Preservation Officer

Attachments